

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3761

**TITLE:** PARK SPECIALIST III

**GRADE:** S-23

**DEFINITION:**

Under general supervision, directs the operations and staff of a medium-sized recreation center, a group of parks in an area, a recreational park, a golf course or specialized County-wide park operations; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Park Specialist III class is distinguished from the Park Specialist II class in that Park Specialist III positions typically have full management responsibility for an entire operation at a site or for managing an extensive specialized County-wide operation. Park Specialist III is distinguished from Park Specialist IV in that Park Specialist IV positions typically manage and direct larger and more complex operations such as the larger recreation centers and large, complex golf facilities.

**ILLUSTRATIVE DUTIES:**

Plans, schedules, directs and evaluates the work of staff;  
Provides subordinate staff with specialized training and professional development opportunities;  
Completes and evaluates various financial, administrative and statistical reports;  
Develops and submits an annual operating budget and monitors revenue/expenditure performance levels compared with approved budget and targeted revenue plans;  
Develops quarterly target projections and budget plans and adjusts appropriately;  
Complies with financial guidelines and reconciles revenue and expense reports;  
Ensures accountability for fixed assets and resale inventories;  
Ensures that all facilities meet quality standards for housekeeping, cleanliness and maintenance;  
Ensures that facilities and grounds are free of safety hazards, that appropriate safety measures are implemented and that all federal, state and County safety standards are applied and satisfied;  
Develops and implements security guidelines to protect park facilities and the public against fire, vandalism and other threats;  
Develops long- and short-term goals, operating objectives, strategies and implementation plans;  
Authorizes the procurement of supplies, equipment or services;  
Interacts with citizens and community organizations regarding park use, maintenance and operations and ensures resolution of customer complaints and concerns;  
Develops and implements or recommends plans for improved service delivery;  
Acquires and posts all current certificates, licenses, permits and operating requirements;  
Reviews and makes recommendations on plans for new park or facility constructions;  
Ensures compliance with established operating procedures;  
Ensures that all required certificates, licenses and permits are current and posted;  
Prepares and reviews contracts for facility use and contractual services;  
Provides coordination and support of special activities and events;

Ensures the efficient use of park lands and facilities to maximize revenue and customer

satisfaction;

Establishes and maintains effective working relationships with the public, interest groups and County staff.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles and practices of parks and recreation center maintenance and management;

Knowledge of financial management controls relating to budgeting and accounting of expenditures;

Ability to manage a large, complex operation with extensive capital equipment, property value and inventory;

Ability to motivate and supervise others;

Ability to schedule, coordinate and prioritize the work of a diverse group of employees;

Ability to evaluate employees' performance against comprehensive performance standards;

Ability to prepare clear, concise financial and administrative reports;

Ability to analyze programs and procedures and to evaluate their performance against established objectives;

Ability to prepare and adhere to a budget;

Ability to use a personal computer, applicable software and peripheral equipment;

Ability to maintain effective relationships with employees and the general public;

Ability to develop and implement effective management practices;

Ability to develop and implement staff training programs.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to the following:

Graduation from an accredited four-year college or university with a bachelors degree in recreation and parks or other closely related field; PLUS

Three years of experience in park-related work, including one year of supervisory experience.

**CERTIFICATES AND LICENSES REQUIRED:**

Motor vehicle operator's license;

First Aid and CPR certification, within 90 days of appointment.

REVISED: March 19, 1998

REVISED: January 12, 1987